

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
May 9, 2012**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:15 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 2, Henrico, Virginia.

MEMBERS PRESENT: Joyce Hahn, R.N., Ph.D., APRN-CNS, NEA-BC, Chairperson
Jeanne E. Holmes, Citizen Member

STAFF PRESENT: Jay P. Douglas, RN, MSM, CSAC, Executive Director
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director
Tomeka Dowling, R.N., M.S., Nursing Education Consultant
Anne Joseph, Deputy Director, Administrative Proceedings Division
Laura L. Mueller, Administrative Assistant

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Program Change Request

Wytheville Community College – LPN to RN Bridge Program, Wytheville

Rita Klimas, RN, MSN, Program Head was in attendance.

At 9:26 a.m., Ms. Holmes moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Wytheville Community College – LPN to RN Bridge Program in Wytheville. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 9:30 a.m.

Ms. Holmes moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to list the programs (traditional and LPN to RN Bridge program) under one program code.

Repeat Survey Visit – Clinical Verification

Bedford County School of Practical Nursing, Bedford

Fred Conner, EdD, Supervisor of CTE was in attendance.

Ms. Douglas left the meeting.

At 9:56 a.m., Ms. Holmes moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Bedford County School of Practical Nursing Education Program in Bedford. Additionally, she moved that Dr. Saxby, Ms. Dowling and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:25 a.m.

Ms. Holmes moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continuing the program on conditional approval and continue to withdraw the authority to admit students until such time the program provides the following requirements:

1. Provide evidence of an Interim Program Director due to the resignation of Ms. Falls effective May 16, 2012 [18VAC90-20-90.A.6.];
2. Provide evidence that there is a sufficient number of faculty to prepare the students to achieve the objectives of the program, specifically a minimum of 2 full time faculty [18VAC90-20-90.B.1.];
3. Upon receiving evidence of a Program Director and sufficient number of faculty, the number of student enrollment may not exceed 20 students. If enrollment exceeds 20, the Program Director must have documentation of hiring additional faculty member(s) [18VAC90-20-90.B.1.]; and
4. Provide documentation of clinical experiences and faculty assigned to the current enrolled rising second year students, not to exceed the 1:10 faculty to student ratio as required by regulations [18VAC90-20-90.B.2.].

NCLEX Success Plan

ITT Technical Institute, Breckinridge School of Nursing and Health Sciences
– Associate Degree Nursing Education Program, Norfolk

Trudy Kuehn, RN, MSN, Chair and Faye McHaney, DNP, FLP, BC, National Chair were in attendance.

Action: Recommend continue the program on provisional approval and accept the NCLEX success plan as information.

NCLEX Success Plan

Bryant and Stratton College – Associate Degree Nursing Education Program,
Richmond

Joette Lehberger, RN, State Director of Nursing was in attendance.

Action: Recommend continue the program on provisional approval and accept the NCLEX success plan as information.

Continued Approval Survey Visit

Alexandria City Public Schools – Practical Nursing Education Program,
Alexandria

Sandra Ballif, RN, MSN, Program Director was in attendance.

Ms. Douglas returned to the meeting.

At 11:12 a.m., Ms. Holmes moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Alexandria City Public Schools Practical Nursing Education Program in Alexandria. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:23 a.m.

Ms. Holmes moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend changing the program's status from full approval to conditional approval with thirty (30) days to provide the following requirements:

1. Provide evidence that the use of the Master Plan of Evaluation is the basis for planning, implementing and evaluating the total program [18VAC90-20-80.3.];
2. Provide evidence that the program director and each member of the nursing faculty maintains professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing [18VAC90-20-90.A.3.];
3. Provide evidence that the skill procedure contained in the Fundamental Nursing Skill Student Record containing skills (hand washing, isolation PPE 1998, Measuring and recording TPR 6/99, Measuring and recording BP 6/99, measuring and recording weight

- 6/99, feeding 6/99, measuring) are current nursing standard practices [18VAC90-20-120.A.];
4. Provide evidence of supervised pediatric clinical experiences for current and 2011 graduates [18VAC90-20-120.B.1.];
 5. Provide evidence that students and graduates of this Practical Nursing Education program receive/received 400 hours of direct care across the life cycle [18VAC90-20-120.E.];
 6. Provide evidence that the program has secretarial support and other support services [18VAC90-20-130.B.]; and
 7. Provide evidence that a contract is available for Alexandria City Public Schools where students provide direct patient care to students in the school clinic (T.C. Williams) as verified by school nurse, students and faculty [18VAC90-20-130.E.1-4].

In addition, failure to provide the above requirements within thirty 30) days, the program's status will be considered at the July 2012 Education Informal Conference Committee meeting.

Additionally, quarterly reports will be submitted while on conditional approval. The first quarterly report is due July 2, 2012.

Continued Approval Survey Visit

Centura College – Practical Nursing Education Program, Norfolk

Geraldine Cannon, PhD, HSM, RN, Program Director and Diana Yanero-Albert, RN, BSN, Corporate Director of Nursing were in attendance.

At 1:37 p.m., Ms. Holmes moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Centura College, Practical Nursing Education Program in Norfolk. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 1:56 p.m.

Ms. Holmes moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend changing the program's status from full approval to conditional approval with thirty (30) days to provide the following requirements:

1. Provide evidence that the program director has authority to administer, plan, implement, and evaluate the program, as well as other responsibilities required by the regulation [18VAC90-20-70.C.1,2,4];
2. Provide evidence that the philosophy and objectives were formulated and accepted by the faculty [18VAC90-20-80];
3. Provide evidence of the faculty's principal functions [18VAC90-20-90.C.1-6];
4. Provide evidence of distribution of current information to students and applicants prior to orientation day [18VAC90-20-110.C.1-14];
5. Provide evidence of clinical experience for maternal-newborn care, mental health beyond dementia, and pediatrics [18 VAC90-20-120.B.1.];
6. Provide evidence of 400 hours of direct care nursing throughout the life cycle [18 VAC90-20-120.E.];
7. Provide evidence of sufficient faculty space and clinical and simulation supplies for the program [18 VAC90-20-130.C.]; and
8. Provide evidence that current students will obtain the required amount of maternal-newborn, mental health beyond alzheimer's/dementia, and pediatric clinical hours as evidenced by signed clinical contracts, dates and time of each clinical experience, and where each student is assigned.

In addition, a Board representative may conduct a survey visit to verify compliance with the above mentioned requirements [18VAC90-20-120.B].

Additionally, quarterly reports will be submitted while on conditional approval. The first quarterly report is due July 2, 2012.

Meeting adjourned at 1:57.

Meeting reconvened at 2:35.

Anne Joseph, Deputy Director, Administrative Proceedings Division joined the meeting.

Board Order Compliance Report

Southwest Virginia Community College – Practical Nursing Education Program, Richlands

Sherrie Phillips, RN, MSN, Program Director, Dr. Barbara Fuller, Vice President of Instruction, and Cathy Smith, Dean of Health Tech, Humanities, Mathematics, Natural and Social Sciences Division were in attendance.

At 3:15 p.m., Ms. Holmes moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Southwest Virginia Community College Practical Nursing Education Program in Richlands. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling, Ms. Joseph and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 3:45 p.m.

Ms. Holmes moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend amending prior Board Order entered January 20, 2011 and continue to withdraw program approval and stay said withdrawal with terms.

Ms. Joseph left the meeting.

Change of Location and Clinical Verification Visit

Everest College – Associate Degree Nursing Education Program, McLean

Janet M. Byers, PhD, RN, Program Director and Michele Godwin, RN, MSN, Regional Nursing Director were in attendance.

At 4:48 p.m., Ms. Holmes moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Everest College Associate Degree Nursing Education Program in McLean. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 4:59 p.m.

Ms. Holmes moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend changing the program's status from provisional approval to conditional approval and withdraw the authority to admit students until such time the Program Director provides the following requirement:

Evidence that current students and graduates will obtain the required amount of maternal-newborn, mental health, and pediatric clinical hours as evidenced by signed clinical contracts, dates and time of each clinical experience, and where each student is assigned.

In addition, a Board representative shall conduct a survey visit to verify compliance with clinical experiences as required in the regulations [18VAC90-20-120.B].

Continued Approval Survey Visit

Chesapeake Center for Science and Technology – Practical Nursing Education Program, Chesapeake

Kathy Jones, RN, Program Director and Regina Artz, RN, Instructor was in attendance.

Action: Recommend continuing the practical nursing education program on full approval. The next survey visit will be in 2020.

Initial Approval Survey Visit

John Tyler Community College, Hybrid Track – Associate Degree Nursing Education Program, Richmond

Action: Recommend placing the program on conditional approval with thirty (30) days to meet the following requirement:

Provide evidence of observational experiences that were planned in cooperation with the agency involved to meet stated course objectives [18VAC90-20-130.F.].

Quarterly Report Meeting Requirements

Asher Comprehensive Training Center, Inc.

Action: Recommend continued provisional program approval and accepting the quarterly report as information.

The next quarterly report is due in July 2, 2012.

NCLEX Success Plans

The following programs have submitted an NCLEX success plan:

- Danville Community College – Practical/Associate Degree Nursing Education Program, Danville

- ECPI University, Emerywood – Practical Nursing Education Program, Richmond
- ECPI University, Manassas – Practical Nursing Education Program, Manassas
- ECPI University, Moorefield – Practical Nursing Education Program, Richmond
- Patrick Henry Community College – Practical Nursing Education Program, Martinsville
- Piedmont Virginia Community College – Practical Nursing Education Program, Charlottesville
- Saint Michael College of Allied Health – Associate Degree Nursing Education Program, Alexandria
- Virginia Appalachian Tricollege Nursing Program – Associate Degree Nursing Education Program, Abingdon
- Wytheville Community College – Practical Nursing Education Program, Galax

Action: Recommend continue the program's current approval status and accept the NCLEX success plans as information.

Application to Establish a Nurse Aide Education Program

Divinely Inspired Nursing Instruction, Gordonsville

Action: Recommend approval of the application to establish a nurse aide education program at Divinely Inspired Nursing Instruction.

Application to Establish a Nurse Aide Education Program

Elite Home Health Care, Newport News

Action: Recommend approval of the application to establish a nurse aide education program at Elite Home Health Care.

Application to Establish a Nurse Aide Education Program

Family Horizons Home Health Care Agency, LLC, Stafford

Action: Recommend approval of the application to establish a nurse aide education program at Family Horizons Home Health Care Agency, LLC pending receipt of the following:

1. Verification that management of conflict is being taught [18VAC90-25-40.A.10]; and
2. Verification that legal and regulatory aspects of the practice as a certified nurse aide is being taught [18VAC90-25-40.A.8.].

Application to Establish a Nurse Aide Education Program

GRACE Ministries, Arlington

Action: Recommend approval of the application to establish an additional nurse aide education program at GRACE Ministries in Arlington.

Application to Establish a Nurse Aide Education Program

Medical Solutions Academy, Martinsville

Action: Recommend approval of the application to establish an additional nurse aide education program at Medical Solutions Academy in Martinsville.

Application to Establish a Nurse Aide Education Program

Training Solutions, Norfolk

Action: Recommend approval of the application to establish a nurse aide education program at Training Solutions.

Application to Establish a Nurse Aide Education Program

Wise County Career and Technical Center, Wise

Action: Recommend approval of the application to establish a nurse aide education program at Wise County Career and Technical Center.

Program Evaluation Report – Programs Meeting All Regulations

The following program has submitted a Program Evaluation Report:

Greene County Technical Center, Stanardsville

Action: Recommend continued approval of the nurse aide education program.

On-Site Review Reports – Nurse Aide Programs Meeting All Regulations

Action: Recommend continued approval of the following nurse aide education programs:

- Abbott Education Center, Inc., Virginia Beach
- Arlington Public Schools, Adult Education Center, Arlington
- Chesapeake City Public Schools, Adult and Continuing Education Program, Chesapeake
- J. Sargeant Reynolds Community College, Richmond
- Lord Fairfax Community College-Fauquier Campus, Warrenton
- Lord Fairfax Community College, Middletown
- Louisa County High School-Adult and High School programs, Mineral

- Mathews High School, Mathews
- Mountain View Nursing Home, Aroda
- Northern Virginia Community College-Loudoun Campus, Sterling
- Professional Career Institute, Richmond

On-Site Review Report – Nurse Aide Program Requiring Remediation

Health Services and Education, Newport News

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Ensure that records are maintained as required in 18VAC90-25-50.A.1; and
2. Ensure a record that documents the disposition of complaints against the program shall be maintained [18VAC90-25-50.A.3.].

On-Site Review Report – Nurse Aide Program Requiring Remediation

Karlise Services and Education, Newport News

Action: Recommend conditional approval with thirty (30) days to meet the following requirement:

Ensure the nurse aide students wear identification that clearly distinguishes them as a nurse aide student [18VAC90-25-50.B.]

Meeting adjourned at 5:15 p.m.

Paula B. Saxby, R.N., Ph.D.
Deputy Executive Director

Tomeka Dowling, R.N. M.S.
Nursing Education Consultant